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# Rhode Island State Law Library Technology Plan 2012-2015

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# **Rhode Island State Law Library**

## **Technology Plan 20012 – 2015**

### **Vision Statement**

The Rhode Island State Law Library's primary mission is to serve the reference and research needs of the bench and the bar. As a publicly funded institution, dedicated to equal access to justice, the library is open to the public and committed to the public's right to legal information as a basic tenet of a free society

To serve these needs, the library strives to manage all information media types and match the most effective sources or tools with the end user. Technological advances continue to affect libraries in ways both dramatic and profound. Planning is necessary to effectively select, install, operate, learn and instruct in these new technologies in order to provide optimal benefits to all its users. With technology as a tool, the library's goal is to expand and improve its services and service – related applications.

### **Goal I: Improve the technological infrastructure of the Library**

**Objective A:** Coordinate improvements with the Judicial Technology Center (JTC) to upgrade and increase the number of internet accessible computers.

#### **Activities for Implementation: Objective A**

1. Educate JTC as to the library's vision and its integral role in the mission of the courts to provide equal access to justice
2. Identify and break down barriers to progress. Target administrative support.
3. Collaborate with JTC to maximize implementation of technological advances and electronic resources.
4. Itemize and request hardware, wiring, additional electrical amperages and network components necessary to promote the library's goals.
5. Develop replacement schedules for deployed and to-be-acquired technology

**Objective B:** Provide high speed, cost effective online access to all library users to assist them in their legal research needs.

#### **Activities for Implementation: Objective B**

1. Maintain a robust technical environment capable of providing adequate infrastructure for the information technology needs of the library and the

#### Judiciary

2. Improve quality, speed and dependability of internet access in the main library and the county libraries
3. Wire computer tables for greater reliability. Install 2 data jacks per table in the main library. Floor will be routed, and flooring removed to accommodate 6 C.A.T. wires.
4. Provide internet connection through six new data jacks, eliminating the unreliable wireless connection.
5. Promote IP Address authentication to allow network access to licensed/subsription databases
6. Improve the "electronic resource menu" on the library website,
7. Purchase additional computers in the county libraries.
8. Offer alternatives to printing through the purchase of the KIC Scanner which supports saving/sending images via USB, Email FTP and /or printing.

**Goal II:** Acquire materials in formats utilized in contemporary law which best support effective legal research

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**Objective A:** Combine the best legal research materials in print and electronic format for all users

#### **Activities for Implementation: Objective A**

1. Make electronic resources accessible from multiple platforms, by providing appropriate discovery tools
2. Guide patrons in the use of all legal resources, including electronic materials as well as print
3. Create a procedure for analyzing new technologies and emerging areas of service
4. Explore and adapt to new initiatives and emerging technologies related to bibliographic description and data control
5. Revitalize the digitization program begun under the LORI Grant
6. Foster expertise in the use of appropriate tools and programs for engaging in the processing and use of electronic resources, specifically to include Serials Solutions and Synergy and Innovative's ER Management System.
7. Assure free and open access to electronic products whenever possible.

**Objective B:** Evaluate, purchase and make accessible electronic resources that enhance and further the mission of the library.

#### **Activities for Implementation: Objective B**

1. Research appropriate electronic resources; evaluate for authority and

- currency and ease of use
2. Negotiate effective contracts
  3. Lobby for adequate funding for purchase of electronic resources
  4. Provide high speed cost effective database access to users
  5. Promote acquisition of contracts for Westlaw Next/ Westlaw and Lexis in the main and county libraries.
  6. Ensure free and open access to all electronic products whenever possible.

**Goal III: Utilize technology and technological advances to complement library collections, maximize library services and promote the mission of the Library**

**Objective A:** Maximize productivity of the INNOVATIVE INTERFACE system and other benefits afforded the library as an ssociate member of the HELIN Consortium

**Activities for Implementation: Objective A**

1. Foster of staff participation in training options offered by HELIN
2. Redesign positions as necessary to further adjust to the transition toward a collection primarily focused on electronic resources rather than print.
3. Join user groups and list-serves to maximize familiarity with the functionality of Sierra.
4. Investigate and adapt new discovery tools as available.
5. Provide links within the catalog to internet resources

**Objective B:** Improve the library's website and utilize the web site to serve as an effective gateway to library's holdings and electronic resources as well as a repository for information research guides

**Activities for Implementation: Objective B**

1. Work with JTC to improve website
2. Develop "electronic menu" to serve as a gateway to the library's licensed/subscription databases
3. Explore providing patron initiated ILL
4. Design template for Lib Guides and load them on the on the website

5. Publish library technology plan on the website

**Goal IV: Renew and revive the digitization of unique library collections and court resources.**

**Objective A:** Determine scope of digitization project.

**Activities for Implementation: Objective A:**

1. Draft criteria for materials considered for digitization
2. Investigate copyright and intellectual property issues
3. Construct digitization schedule
4. Utilize the HELIN Digital Commons for storage and access.

**Goal V: Provide library patrons with proper training in electronic resources**

**Objective A:** Organize and implement classes for members of the bar as well as for the Judiciary, law clerks and court personnel.

**Activities for Implementation: Objective A**

1. Assess educational needs of the members of the bar
2. Develop training curriculum
3. Market services
4. Investigate awarding of CLE credits for attendance at classes.
5. Provide personalized service to members of the bar as needed.
6. Set up regular Westlaw and Lexis training sessions for law clerks and court personnel

**Objective B:** Provide training to students and members of the public.

**Activities for Implementation: Objective B:**

1. Coordinate electronic resource training with Justice Rules classes and classes from statewide colleges
2. Continue one to one training to public patrons as needed.

## **Goal VI: Develop core competencies for all staff members**

**Objective A:** Promote staff attendance at workshops and classes

### **Activities for Implementation: Objective A**

1. Maximize familiarity of all staff members with Sierra, Synergy, Serials Solutions and various databases.
2. Encourage staff participation in training sessions
3. Facilitate attendance at Westlaw and Lexis training workshops
4. Ensure that staff develop core competencies in technology to provide superior public service
5. Institute technology skill assessment procedures to evaluate progress.

## **Evaluation**

The State Law Library operates under the authority of the Rhode Island Judiciary. The choice of electronic resources, software purchases and computer subscription contracts are within the library's decision making power; however, computer purchases, upgrades, infrastructure improvements and network decisions are filtered through the Judicial Technology Center. The library is one of many departments that compete for this department's limited resources and overworked personnel. The main library and two of the county libraries are housed in historic buildings with attendant limitations. It is imperative for the library to secure administrative blessings for improvements, to educate JTC regarding the library's mission and to foster a good working relationship with the Technology Center.

Since assuming the directorship, I have attempted to meet these objectives and have been quite successful. The county libraries, though still often not staffed now have upgraded computers, internet access and Westlaw and Lexis capabilities. The Rhode Island Brief digitization project is underway and each year more briefs are added to the data bank. Training curriculums are being devised and the library participates in many CLE courses, a number in partnership with the Rhode Island Bar Association.

At the present time, grant money will be used to upgrade and add ports and data jacks to the library's infrastructure.

As an Associate Member of the HELIN Consortium, the library enjoys the benefits of a superior online cataloging system as well as consortial discounts on databases and opportunity to participate in discovery and management solutions

This plan will be reviewed in June 2015 and revised as needed. Those objective

that have been accomplished will be phased out and new ones added. Problem objectives will be re-evaluated and approached from a different direction if progress had not been made on them by January 2015.

### **Budget**

The library's budget is determined by state financial allocations and the court administration. To date, they have been very generous with the library; however the courts have many competing interests and the library must be ever vigilant to be an exceptional resource to the courts and the people of the state of Rhode Island. Many of the improvements to the library's technological infrastructure have been the result of the generosity of the Champlin Foundation. Purchase of computers, participation in the HELIN Consortium, purchase of the KIC Scanner and the ScanPro 2000 are among the benefits the library has received through Champlin Grants.